



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

OFFICE TECHNICIAN (TYPING) (JC-48438)

SALARY RANGE	\$2809-\$3515
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Office of Protective Services
FINAL FILING DATE	**March 23, 2017**

The Office of Protective Services (OPS) is a Law Enforcement Agency. In order for an applicant to be successfully appointed to this position, a background check must be performed. This includes interviewing work and personal references, fingerprinting for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) clearance(s), and Department of Motor Vehicles (DMV) clearance. Applicant must complete a notarized waiver for access to their personal records.

DESCRIPTION OF DUTIES: The Office Technician (OT) reports directly to the Commander. The commander may designate an acting supervisor when needed. The OT is responsible for performing a variety of tasks and duties in support of the investigation, police, and fire services. These duties will include typing detailed and confidential police and/or investigative reports; distributing and controlling the record keeping section for all confidential reports and documents; must be able to handle a variety of tasks such as all correspondence, travel and training expenditures; and maintaining multiple database systems. Must be able to analyze situations accurately that may require an immediate response for emergency services; hearing within normal range needed to respond quickly and appropriately. The OT must have the ability to handle a variety of tasks, including all correspondence, travel and training expenditures; purchasing equipment and supplies; attendance tracking and reporting; work with a variety of departmental personnel. The OT must be proficient in the use of a computer and able to use various software programs.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

Note: Appointment subject to Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

Only applications with original signatures will be accepted

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
EXAMS & HIRING UNIT, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)

RELEASE DATE: 02/13/17

FFD: 03/14/17